

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: November 13, 2001

CALATERS LETTER #01-001

TO: All Agencies participating in the California Automated Travel Expense Reimbursement System

FROM: Ron Hutcheson, Project Manager
California Automated Travel Expense Reimbursement System (CalATERS)

RE: CALATERS SYSTEM ENHANCEMENTS AND MODIFICATIONS

Whenever CalATERS is updated with new program code it is the intent of the CalATERS staff to inform the user community of system enhancements and modifications. This letter includes, 1) changes included in the latest program code, which go into effect today 2) changes included in program code updates that have gone into effect in the recent past, and 3) general instructional updates.

Changes included in new program code, effective today:

Tip Text - Tip text, consistent with CALSTARS terminology, was added to the Expense Reimbursement (ER) for specialized account coding, detailed account code fields. UCM object code definitions are specific to each department.

Change Approver - When processing an ER and the employee opts to change the approver, the employee's default approver will receive a copy of the ER being processed.

Look Up List - Email address has been added to look up lists to facilitate in differentiating between like names.

Travel Advance Recovery Tab - The Travel Advance (TA) Recovery tab will not display on ER forms when there are no TAs to be recovered.

Changes included in program code updates in the recent past:

Gasoline Expense - A new expense type, Gasoline, was added.

UCM Object Codes - Inconsistencies in the display and retention of UCM object codes on ERs were resolved.

ORF ID - ORF ID on TAs can no longer be key entered. A valid ORF ID must be selected from a drop-down list.

Specialized Account Coding - Detailed account codes input on an ER are now audited against the detailed account codes provided on the CALXREF file. When an ER is approved or returned and an error is encountered in a detailed account code entry a pop-up screen displays listing all expenses with their assigned detailed account codes. This screen assists in identifying the incorrect entry.

New Travel Advance Fields - To aid departments in issuing TAs the following fields were added to the manual TA recovery process (System Administration) and to the Department Accounting Office online TA approval process: “Produce ORF Check Manually?”, “Index”, “FFY”, “Agency Name”, and “ORF ID”.

General instructions:

Lodging - Energy Tax - Add all energy tax and surcharges associated with Lodging Expenses to the applicable room tax and enter the total in the "Tax Amount" field on the ER.

We anticipate issuing instructional updates on the CalATERS web site this week. If you have questions or if you experience any problems related to the aforementioned topics please contact the SCO CalATERS Help Desk at 324-9991, and reference this CalATERS Letter. Thank you.